# Updates to CSI New Account Console (NAC) Global Documents

## Field additions/modifications

IMM and CSI recognized that documents being generated from NAC based on the Global Forms posed certain challenges to the automated template recognition process in eSign. Working together, IMM and CSI have been able to determine necessary updates and CSI has made those updates to the Global Forms. Some IMM/eSign clients are utilizing the Document Designer to facilitate the management of documents being sent from CSI to eSign, but with these changes, that activity may no longer be necessary.
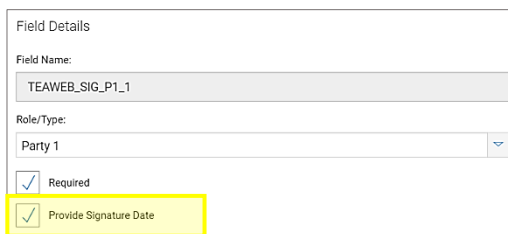
The Global Forms that CSI updated are listed below along with the changes made. To take advantage of these updates and reduce, or eliminate, the need for employees to use Document Designer, updates will need to be made to existing eSign Templates.

The information below lays out the forms that have been updated by CSI and a brief description of the updates made. It should help guide you in determining which templates your institution may need to update and what updates need to be made.

In most cases, "Party" (signer name(s)) have been added to the document in a useful location (generally near or under the signature line). In those cases, your eSign Document Administrator will utilize Template Manager to either add or alter the existing Party extraction information on the templates being used for the improved Global Form. It is likely that the current Party extraction is a static value (e.g., "Payee/Originator" on the ACH DEBIT STOP-PAYMENT REQUEST). Now you'll be able to upload a NEW sample for the template with an actual name (test data only) under the Authorized Signature line and select it instead for the Party Name.

In several cases, a signature date field has been removed from the form. The Provide Signature Date option can now be added to the Signature field.

E.g.,



And in a very few cases, a new or revised, index field has been added or amended on the form and in those cases your eSign Document Administrator will add or adjust the current index extraction field.

These changes should significantly reduce, or eliminate your employees' need to utilize the Document Designer during Session processing.

# CSI New Account Console Global Forms and Associated Updates

**ACCOUNT_INFORMATION_SHEET.pdf**
- No change

**ACH_Debit_Stop_Payment_Request.pdf**
- Party Name present Under "Authorized Signature" Page 1
- Party Name present Under "Notice" Section Page 2

**ACH_UNAUTHORIZED_DEBIT.pdf**
- Party Name present Under Signature Line

**Automatic_Transfer_Authorization_Detailed.pdf**
- Party Name present Under "By Signing Below" Page 1
- Party Name present Under "TERMINATION OF THIS AGREEMENT" Section Page 2

**Beneficiary_IRA_Contribution_Instructions.pdf**
- Signature Dates Removed
- Party Name present as Signers' Names

**Beneficiary_IRA_Custodial_Organizer.pdf**
- Signature Dates Removed
- Party Name present as Signers' Names
- Party Name (Spouse) added based on mapping

**Beneficiary_IRA_Distribution.pdf**
- Signature Dates Removed
- Party Name present as Signers' Name

**Beneficiary_IRA_Election_of_Payment.pdf**
- Signature Dates Removed
- Party Name present as Signers' Name

**Beneficiary_IRA_Request_for_Transfer_or_Rollover.pdf**
- Party Name present as Signers' Name

**Beneficiary_IRA_Successor_Beneficiary.pdf**
- Signature Dates Removed
- Auto-populated field for "Account Number" Adjusted
- Party Name present as Signers' Names
- Party Name (Spouse) added based on mapping

**Business_Card_Application.pdf**
- No change

**Card_Application.pdf**
- No change

IMM/eSign

**CERTIFICATE_OF_DEPOSIT_CDAA_KY.pdf**
- Party Name(s) present Under Signature Line Under "Endorsements…"
- Party Name(s) present Under Signature Line Under "Backup Withholding Certifications"
- Party Name(s) present Under Signature Line Under "Signatures. I agree …"

**CERTIFICATE_OF_DEPOSIT_RECEIPT.pdf**
- No change

**Certification_for_Late_Rollover_Contribution.pdf**
- Party Name present for "Custodian/Trustee - Bank Employee Name"

**CHANGE_OF_ADDRESS_OR_NAME.pdf**
- Party Name present for "Taken By"

**Corporate_Authorization_Resolution.pdf**
- Party Names for "Secretary," "One Other Officer," "Bank Employee Name"

**DIRECT_DEPOSIT.pdf**
- Party Names for "Joint Account Holder"

**EDUCATION_IRA_APPLICATION.pdf**
- Party Names for "Contributor," "Responsible Individual," "Custodian/Trustee"

**EDUCATION_IRA_CONTRIBUTION_INSTRUCTIONS.pdf**
- Party Names for "Contributor," "Responsible Individual," "Custodian/Trustee"

**EDUCATION_IRA_CUSTODIAL_ORGANIZER_FORM.pdf**
- Party Names for "Contributor," "Responsible Individual," "Custodian/Trustee," "Spouse" (conditionally)

**EDUCATION_IRA_DESIGNATION_OR_CHANGE_OF_DEATH_BENEFICIARY.pdf**
- Signature Dates Removed
- Party Names for "Contributor," "Custodian/Trustee," "Spouse"(conditionally)

**EDUCATION_IRA_DISTRIBUTION_FORM.pdf**
- Party Name for "Custodian/Trustee"

**EDUCATION_IRA_NEXT_RESPONSIBLE_INDIVIDUAL.pdf**
- Party Names for "Responsible Individual," "Custodian/Trustee"

**EDUCATION_IRA_ROLLOVER_REVIEW.pdf**
- Party Names for "Responsible Individual," "Custodian/Trustee"

**Electronic_Fund_Transfers.pdf**
- Party Name for "Customer"

**ELECTRONIC_TRANSACTION_CONSENT_AND_AGREEMENT.pdf**
- Party Names underneath the Signature line

IMM eSign

### Entity_Authorization_Resolution.pdf
- Party Names for "Authorization's Signers" "Bank Employee Name"

### Funds_Transfer_Agreement.pdf
- Party Name for "Bank Employee Name"

### HARLAND_CHECK_PRINTERS_PERSONAL_CHECK_ORDER_FORM.pdf
- Party Name for "Person"

### HARLAND_PERSONAL_BUSINESS_CHECK_ORDER_FORM.pdf
- Party Name for "Person"

### HSA_Application.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"
- Party Name (Spouse) added based on mapping

### HSA_Contribution.pdf
- Signature Dates Removed
- Party Name for "Custodian/Trustee - Bank Employee Name"

### HSA_Custodial.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"
- Party Name (Spouse) added based on mapping

### HSA_Designation_of_Beneficiary.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"
- Party Name (Spouse) added based on mapping

### HSA_Distribution.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### HSA_Excess_Calculation.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### HSA_Request_for_Funding_Distribution.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### HSA_Request_to_Transfer.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### HSA_Rollover_Review.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### IRA_70_1_2_Calculation_Worksheet.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### IRA_70_1_2_Election_Form.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### IRA_Application.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"
- Party Name (Spouse) added based on mapping

### IRA_Certificate_of_Deposit.pdf
- Party Name for "2nd Account holder"
- Party Name for "Bank Employee Name"

### IRA_CONTRIBUTION.pdf
- Party Name for "Custodian/Trustee"

### IRA_Contribution_Including_Roth.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### IRA_Custodial.pdf
- Signature Dates Removed
- Party Name for "Custodian/Trustee - Bank Employee Name"
- Party Name (Spouse) added based on mapping

### IRA_CUSTODIAL_TRUST.pdf
- Party Name for "Custodian/Trustee"
- Party Name (Spouse) added based on mapping

### IRA_Designation_Beneficiary.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"
- Party Name (Spouse) added based on mapping

### IRA_Designation_of_Change_of_Beneficiary_Combo.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### IRA_Distribution_Form.pdf
- Signature Dates Removed
- Party Name for "Custodian/Trustee - Bank Employee Name"

### IRA_Distribution_Form_Combo.pdf
- Signature Dates Removed
- Party Name for "Custodian/Trustee - Bank Employee Name"

### IRA_Election_of_Payment_by_0Beneficiaries_Combo.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### IRA_ELECTION_PAYMENT_BENEFICIARY.pdf
- Party Name for "Custodian/Trustee"

### IRA_Excess_Contribution_Worksheet.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### IRA_Recharacterization_Form.pdf
- Signature Dates Removed
- Party Name for "Custodian/Trustee - Bank Employee Name"
- Account Number Mapped to "Delivery Instructions" section

### IRA_Request_for_Direct_Rollover.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### IRA_Request_for_Transfer_or_Conversion.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### IRA_ROLLOVER_REVIEW.pdf
- Party Name for "Custodian/Trustee"

### IRA_Rollover_Review_Combo.pdf
- Signature Dates Removed
- Party Name for "Custodian/Trustee - Bank Employee Name"

### IRA_Successor_Beneficiary_Form.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"
- Party Name (Spouse) added based on mapping

### Limited_Liability_Company_Authorization_Resolution.pdf
- Party Name for "Manager or Designated Member," "One Other Manager or Designated Member," "Bank Employee Name"

### Multi_Purpose_Signature_Card.pdf
- No change

### Night_Depository_Agreement.pdf
- Party Name for "Bank Employee Name"

### Overdraft_Opt_In.pdf
- No change

### Partnership_Resolution_of_Authority.pdf
- Party Name for "Bank Employee Name"

### POWER_OF_ATTORNEY_KY.pdf
- Party Name for "Agent," "Witness 1," "Witness 2," "Financial Institution Employee"

### Remote_Capture_Agreement_Business.pdf
- Party Name present Under Signature Line

### Resolution_of_Lodge_Association_or_Other_Similar_Organization.pdf
- Party Name for "Secretary," "Other Officer," "Bank Employee Name"

IMM/eSign

### Roth_Beneficiary_IRA_Contribution_Instructions.pdf
- Signature Dates Removed
- Party Name for "Custodian/Trustee - Bank Employee Name"

### Roth_Beneficiary_IRA_Custodial_Organizer.pdf
- Signature Dates Removed
- Party Name for "Custodian/Trustee - Bank Employee Name"
- Party Name (Spouse) added based on mapping

### Roth_Beneficiary_IRA_Distribution.pdf
- Signature Dates Removed
- Party Name for "Custodian/Trustee - Bank Employee Name"

### Roth_Beneficiary_IRA_Election_of_Payment.pdf
- Signature Dates Removed
- Party Name for "Custodian/Trustee - Bank Employee Name"

### Roth_Beneficiary_IRA_Request_for_Transfer_or_Rollover.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### Roth_Beneficiary_Rollover_Review.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### Roth_IRA_Application.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"
- Party Name (Spouse) added based on mapping

### Roth_IRA_Contribution_Instructions.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### Roth_IRA_Custodial.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"
- Party Name (Spouse) added based on mapping

### Roth_IRA_Designation_Beneficiary.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"
- Party Name (Spouse) added based on mapping

### Roth_IRA_Distribution_Form.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### Roth_IRA_Election_Payment_Beneficiary.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### Roth_IRA_Rollover_Conversion_Review.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

### Roth_IRA_Transfer_Conversion.pdf
- Party Name for "Custodian/Trustee - Bank Employee Name"

IMM eSign

### Roth_Request_for_Rollover.pdf
- Signature Dates Removed
- Party Name for "Custodian/Trustee - Bank Employee Name"

### Safe_Deposit_Box_Lease_KY.pdf
- Party Name for "Lessee - SDB Owner Name," "Deputy Name," "Witness - Bank Employee Name," under signature lines in Appointment of Deputy section
- Party Name for "Lessor - Bank Employee Name," "initiator" (based on "Terminating the SDB") under signature lines in Termination Acknowledgement section
- Signers' names under "Execution" section do not auto-populate when the document is printed for "Terminating the SDB"

### Safe_Deposit_Box_Lease_PA.pdf
- Party Name for "Lessor - Bank Employee Name," under signature line in Execution section
- Party Name for "Lessor - Bank Employee Name," under signature line in Terminate section
- Party Name for "initiator" under signature line (conditional) (based on "Terminating the SDB")
- Signers' names under "Execution" section do not auto-populate when the document is printed for "Terminating the SDB"

### Simple_IRA_5305.pdf
- Party Name for "Bank Employee Name"

### Sole_Proprietorship_Resolution_of_Authority.pdf
- Party Name for "Bank Employee Name"

### Stop_Payment_Order.pdf
- Party Name for "initiator" under signature line in "Stop-Payment Order" Section
- Under "Withdrawal of Stop-Payment Order" Section:
  - Party Name for "initiator" under signature line (conditional) in "RELEASE OF STOP-PAYMENT ORDER"
  - Party Name for "Bank Employee Name" under the Signature line (conditional) and in the "Financial Institution Use" section
- Signers' names under "Withdrawal of Stop-Payment Order" section do not auto-populate when the document is printed for "Requesting the Stop"

### Stop_Payment_Request.pdf
- Party Name for "Initiator" Under "Stop-Payment Request" Section
- Party Name for "Initiator" Under "Release of Stop-Payment Order" Section (conditional)
- Party Name for "Bank Employee Name" Under Signature line (conditional) and Under "Financial Institution Use" section

### Substitute_W_8.pdf
- No change

### W_9_Request_for_TIN_and_Certification.pdf
- Signature Dates Removed

## Waiver_of_IRA_Minimum_Distribution.pdf

- Party Name for "Custodian/Trustee - Bank Employee Name"

## Wire_Transfer_Order.pdf

- No change

**IMM/eSign**

# List of CSI Global Documents Reviewed/Updated

ACCOUNT_INFORMATION_SHEET
ACH_Debit_Stop_Payment_Request
ACH_UNAUTHORIZED_DEBIT
Automatic_Transfer_Authorization_Detailed
Beneficiary_IRA_Contribution_Instructions
Beneficiary_IRA_Custodial_Organizer
Beneficiary_IRA_Distribution
Beneficiary_IRA_Election_of_Payment
Beneficiary_IRA_Request_for_Transfer_or_Rollover
Beneficiary_IRA_Successor_Beneficiary
Business_Card_Application
Card_Application
CERTIFICATE_OF_DEPOSIT_CDAA_KY
CERTIFICATE_OF_DEPOSIT_RECEIPT
Certification_for_Late_Rollover_Contribution
CHANGE_OF_ADDRESS_OR_NAME
Corporate_Authorization_Resolution
DIRECT_DEPOSIT
EDUCATION_IRA_APPLICATION
EDUCATION_IRA_CONTRIBUTION_INSTRUCTIONS
EDUCATION_IRA_CUSTODIAL_ORGANIZER_FORM
EDUCATION_IRA_DESIGNATION_OR_CHANGE_OF_DEATH_BENEFICIARY
EDUCATION_IRA_DISTRIBUTION_FORM
EDUCATION_IRA_NEXT_RESPONSIBLE_INDIVIDUAL
EDUCATION_IRA_ROLLOVER_REVIEW
Electronic_Fund_Transfers
ELECTRONIC_TRANSACTION_CONSENT_AND_AGREEMENT
Entity_Authorization_Resolution
Funds_Transfer_Agreement
HARLAND_CHECK_PRINTERS_PERSONAL_CHECK_ORDER_FORM
HARLAND_PERSONAL_BUSINESS_CHECK_ORDER_FORM
HSA_Application
HSA_Contribution
HSA_Custodial
HSA_Designation_of_Beneficiary
HSA_Distribution
HSA_Excess_Calculation
HSA_Request_for_Funding_Distribution
HSA_Request_to_Transfer
HSA_Rollover_Review
IRA_70_1_2_Calculation_Worksheet
IRA_70_1_2_Election_Form
IRA_Application
IRA_Certificate_of_Deposit
IRA_CONTRIBUTION
IRA_Contribution_Including_Roth
IRA_Custodial
IRA_CUSTODIAL_TRUST
IRA_Designation_Beneficiary
IRA_Designation_of_Change_of_Beneficiary_Combo
IRA_Distribution_Form
IRA_Distribution_Form_Combo

IRA_Election_of_Payment_by_0Beneficiaries_Combo
IRA_ELECTION_PAYMENT_BENEFICIARY
IRA_Excess_Contribution_Worksheet
IRA_Recharacterization_Form
IRA_Request_for_Direct_Rollover
IRA_Request_for_Transfer_or_Conversion
IRA_ROLLOVER_REVIEW
IRA_Rollover_Review_Combo
IRA_Successor_Beneficiary_Form
Limited_Liability_Company_Authorization_Resolution
Multi_Purpose_Signature_Card
Night_Depository_Agreement
Overdraft_Opt_In
Partnership_Resolution_of_Authority
POWER_OF_ATTORNEY_KY
Remote_Capture_Agreement_Business
Resolution_of_Lodge_Association_or_Other_Similar_Organization
Roth_Beneficiary_IRA_Contribution_Instructions
Roth_Beneficiary_IRA_Custodial_Organizer
Roth_Beneficiary_IRA_Distribution
Roth_Beneficiary_IRA_Election_of_Payment
Roth_Beneficiary_IRA_Request_for_Transfer_or_Rollover
Roth_Beneficiary_Rollover_Review
Roth_IRA_Application
Roth_IRA_Contribution_Instructions
Roth_IRA_Custodial
Roth_IRA_Designation_Beneficiary
Roth_IRA_Distribution_Form
Roth_IRA_Election_Payment_Beneficiary
Roth_IRA_Rollover_Conversion_Review
Roth_IRA_Transfer_Conversion
Roth_Request_for_Rollover
Safe_Deposit_Box_Lease_KY
Safe_Deposit_Box_Lease_PA
Simple_IRA_5305
Sole_Proprietorship_Resolution_of_Authority
Stop_Payment_Order
Stop_Payment_Request
Substitute_W_8
W_9_Request_for_TIN_and_Certification
Waiver_of_IRA_Minimum_Distribution
Wire_Transfer_Order

IMM eSign